

## **OFFICE OF EXECUTIVE POLICY AND PROGRAMS CELL PHONE POLICY**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### **A. Distribution and Assignment of Equipment**

The Office of Information Technology is responsible for managing cell phone contracts for the Governor's Office and the distribution and inventorying of equipment.

### **B. Obtaining a Governor's Office Cell Phone**

In order to obtain a cell phone for an employee, office directors must make a written or email request to the Office of Information Technology based on:

1. Frequency of travel
2. Time away from the headquarters
3. The business need for constant communication
4. Issues of personal safety
5. The need to be on call after business hours
6. The nature of work requires accessibility at any time or location

The employee will sign a statement that certifies that he or she has received a copy of the Governor's Office Cell Phone Policy and the cell phone. The Office of Information Technology will maintain copies of the requesting documentation and cell phone allocation form.

### **C. Lost, Stolen or Broken Equipment**

If agency equipment is lost or stolen, employees should notify the Office of Information Technology immediately during normal business hours or the morning of the next business day. If equipment breaks, the phone should be sent to Office of Information Technology for repair or replacement.

## **D. Return of Governor's Office Cell Phones**

Employees are responsible for returning equipment upon separation of employment from the Governor's Office. The Governor's Office may use all means available to procure the non-returned equipment, up to and including legal remedies.

Office directors take final responsibility for assuring employees return equipment. Upon receipt of the equipment, office directors should immediately return it to the Office of Information Technology. The Office of Information Technology will terminate service to any phone that has been issued to a separated employee that was not returned upon separation.

## **E. Safe and Proper Use of Governor's Office Cell Phones**

The following general rules apply to the use of Governor's Office cell phones:

1. Employees should never use cell phones while driving. Employees should pull over to a safe stopping place to use the cell phone. Incoming calls should be allowed to go to voicemail or answered after pulling to a safe stop.
2. Cell phone use should not occur during any labor or activity where the distraction of the phone may place the safety of the user or anyone else in jeopardy.
3. Phones should be charged on a regular basis; this assures ready use for calls and extends phone life.
4. Cell phones should be placed on vibrate or silent mode during meetings, events or tapings. Employees should always consider courteous use of the cell phone important.
5. Employees should not make vendor contact for any reason unless designated to do so by the Office of Information Technology.

## **F. Legitimate Use of Governor's Office Cell Phones**

1. Cell phone use for any business purpose is appropriate, but employees should consider less expensive modes of communications if they are available (land lines, pagers, email).
2. Consistent with current business practice, the Governor's Office has a limited number of minutes on contract. Excessive use takes away from legitimate business calls without additional cost. Calls made from outside your home area (roaming), international phone calls and directory assistance

calls are discouraged and must be specifically approved by the Director of Administration. State issued calling cards should be used on landlines for these kinds of calls if necessary.

3. Brief (3 minutes) personal calls are allowed on a limited basis. Bills will be reviewed to determine excessive use. Users who abuse the personal call privilege may be subject to reimbursing the agency at the contract rate for those calls. Roaming calls may not be made for personal use.
4. You should make business or personal calls only as needed. Governor's Office cell phones are allocated to users as the alternative to land lines and use should be on a "must use" basis.
5. Governor's Office cell phones should never be used to harass, intimidate or stalk employees or others. Cell phones should not be used for any illegal activity. Violators of these use prohibitions may be subject to discipline under the Governor's Office Disciplinary Action Policy.
6. Employees should never allow use of their phone by other individuals in the workplace or at home. Switching, loaning or trading phones is prohibited.

#### **G. Disciplinary Action/Reimbursement of Costs for Inappropriate Use**

Employees who use cell phones for personal use deemed to be outside the legitimate use description of this policy should reimburse the agency for the cost of those calls by personal or certified check at the agency's discretion. Employees who violate any of the prohibitions cited in this policy may be subject to discipline under the Governor's Office Disciplinary Action Policy.

#### **H. Use of Personal Cell Phones during Governor's Office Duty Hours**

1. Use of personal cell phones during business hours or activities is prohibited if it interferes with work or creates a safety hazard, such as when driving. Employees should pull over to a safe stopping place when driving to use the cell phone. Incoming calls should be allowed to go to voicemail or answered after pulling to a safe stop.
2. The Governor's Office does not reimburse employees for business use of their personal cell phones, nor does it reimburse employees to arrange their own cell phone contracts for business purposes.

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